

COASTAL ZONE MANAGEMENT PROGRAM

SPECIAL REQUEST FOR PROPOSALS:

COASTAL COMMUNITY DEVELOPMENT CRITERIA, GUIDANCE, AND STANDARDS

January 9, 2014

I. Introduction

The Michigan Coastal Zone Management Program (MCZMP), Office of the Great Lakes, Michigan Department of Environmental Quality (MDEQ), in partnership with the Michigan Economic Development Corporation (MEDC), invite proposals for the development of special criteria, guidance, and evaluation standards pertinent to Michigan's Great Lakes coastal communities for incorporation in the MEDC's Redevelopment Ready Communities© (RRC) Program. The criteria, guidance, and evaluation standards developed through this project will address the special circumstances, advantages, and challenges inherent in a community's location on the shore of the Great Lakes, and will add to and complement the existing criteria, guidance, and evaluation standards for the RRC Best Practices applicable to all Michigan communities. The six Best Practices are Community Plans and Public Outreach, Zoning Policy and Regulations, Development Review Process, Education and Training, Redevelopment Ready Sites®, and Community Prosperity. Information on the Redevelopment Ready Communities© Program is available at: www.michiganbusiness.org/community/development-assistance/#rrc.

Competitive proposals will demonstrate a clear understanding of the project, particularly the Redevelopment Ready Communities© Program and the unique community planning, zoning, and site development considerations due to a Great Lakes coastal location, including:

- Public access to the Great Lakes
- Ports, harbors, and other coastal water-dependent uses
- Preservation of maritime heritage assets and the distinctive sense of place associated with a community's waterfront
- Protection of coastal water quality and habitats
- Impacts to residential, commercial, and other development caused by variable Great Lakes levels, erosion, flooding, and other features of the dynamic coastal environment
- State and Federal regulations and permit requirements

The report *Smart Growth for Coastal and Waterfront Communities* provides a concise discussion of relevant coastal community development topics. It is available for review and downloading at: www.coastalsmartgrowth.noaa.gov.

A. Who is Eligible to Apply

Companies offering planning services in Michigan, organizations, government agencies, and academic institutions.

B. Grant Amount

One proposal will be selected for funding in the amount of \$45,000. No match is required. The grant funds are made available by the MEDC through their corporate funding.

C. Award Period

March 1, 2014 through August 31, 2014.

D. Application Deadline

Applications must be received no later than 5:00 P.M., February 7, 2014.

E. Application Submittal

Applications must be submitted by e-mail. Attach the application as described below as a file in Portable Document Format (PDF) with a cover letter (also attached as a PDF file) signed by an authorized representative of the applicant on the applicant's letterhead. The combined size of the files attached to the e-mail cannot exceed 6 MB.

F. Confidentiality

Grant applications are considered public information under the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended.

G. Acceptance of Grant Agreement

The successful applicant will be required to enter into a grant agreement with the MDEQ which includes standard terms and conditions that are not subject to modification. Failure of the successful applicant to accept these obligations will result in cancellation of the grant award.

II. Project Description

The selected applicant will work in coordination and consultation with MCZMP and MEDC staff during project execution and development of deliverables.

A. Project Scope

The project involves the following four general components:

- Review criteria and expectations in the existing RRC Best Practices to identify gaps relevant to Great Lakes coastal communities
- Develop new criteria and expectations for coastal communities to address these gaps
- Develop guidance for coastal communities on meeting the new criteria and expectations
- Develop standards for use in evaluating a community's attainment of the criteria and expectations

B. Key Dates

The project timeline has the following key dates and milestones for the development of deliverables:

- May 30, 2014: Draft criteria, expectations, guidance, and evaluation standards due
- August 15, 2014: Final criteria, expectations, guidance, and evaluation standards due

III. Application

Applications can be no more than 10 pages in length with text no smaller than 11-point font size. A cover letter signed by an authorized representative of the applicant and on the applicant's letterhead must accompany the application. Applications should be e-mailed to smarm@michigan.gov.

In addition to the cover letter, the following information is required:

A. Application Cover Page:

Information about the applicant must include:

- Applicant company, organization, agency, or institution name
- Applicant mailing address

- Applicant e-mail address
- Applicant telephone number
- Applicant Federal ID#
- Applicant DUNS #
- Name, title, and contact information of a contact person, if different from that of the applicant's authorized representative

B. Proposed Project Approach:

Provide an overview of the proposed project approach mentioning the names of project partners (if any) to be involved, information resources to be consulted, tasks involved in meeting the project scope, description of the project deliverables, and a project schedule showing progress and completion of each task by month (March through August, 2014) and consistent with the key project dates.

D. Applicant Capability:

Describe the qualifications of the individual(s) anticipated to work on the project, and the demonstrated experience of the applicant in successfully completing similar or relevant projects on schedule and within budget.

E. Project Budget:

Download and complete the *Detailed Proposed Budget* available at:

www.mi.gov/documents/deq/deq-mcmp-CZM-Grant-budget-form_407422_7.xls. The completed budget spreadsheet file should be included with the application and will not count toward the 10-page application limit.

VI. Proposal Selection

The MCZMP encourages prospective applicants to contact program staff early in the proposal development process if guidance is needed. Complete applications will be evaluated for funding based on the following considerations:

- Overall quality and clarity of the application
- Understanding of the project as demonstrated in the proposed project approach
- Quality, utility, and innovation of the project deliverables
- Capability of the applicant to successfully complete the project, including specialized experience of key personnel
- Reasonableness of project costs

The MCZMP will coordinate review of the applications with other State agency staff, and recommend one proposal to the MDEQ Director for funding. The MCZMP will notify applicants of the selection process results in late February, 2014.